



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

APPROVED

Date: April 10, 2023 1900 hours

Location: Winchester Hall
3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:	Battalion 1 (Todd Johnson)	Present
	Battalion 2 (David Fox).....	Present
	Battalion 3 (Nelson Smith).....	Absent
	Battalion 4 (Micky Fyock)	Absent
	Battalion 5 (Mike Duble)	Present
	Career Rep (George Lane).....	Absent
	Career Rep (Anthony Gramicci)	Present (phone)
	Citizen Rep (Mark Kirchman).....	Present
	Citizen Rep (Gunnar Pedersen)	Present

Nonvoting Reps:	Frederick County Executive (Jessica Fitzwater)	Absent
	Jurisdictional Medical Director (Dr. Jeffrey Fillmore)	Present
	Fire & Rescue Services (Chief Tom Coe).....	Present
	Volunteer Fire & Rescue Assoc. (President James May).....	Present
	Volunteer Fire & Rescue Services (Deputy Chief Shane Darwick).....	Absent
	Local #3666 (President Stephen Jones).....	Present (phone)

Guests: None

Frederick County Fire and Rescue Advisory Board Meeting April 10, 2023

I. CALL TO ORDER:

Chairman Todd Johnson called the meeting to order at 7:01 p.m.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

Absent was:

1. Nelson Smith, Battalion 3 Representative
2. Micky Fyock, Battalion 4 Representative
3. George Lane, Career Representative
4. Jessica Fitzwater, County Executive
5. Shane Darwick, Director / Deputy Chief Volunteer Fire and Rescue Services

III. INTRODUCTION OF GUESTS:

None.

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion to approve March minutes: Moved by Gunnar Pedersen
Seconded by David Fox

VOTE: **YES:** **6** **NO:** **0** **ABSTAIN:** **0** **PASSED**

V. BOARD MEMBER COMMENTS:

Chairman Johnson noted that the FCVFRA 30th annual recognition program will be held next Monday, April 17th.

VI. PUBLIC COMMENTS:

None.

VII. EX OFFICIO MEMBER REPORTS:

A. Frederick County Executive, Ms. Jessica Fitzwater:

As County Executive Fitzwater was absent, no report was given.

B Jurisdictional Medical Director, Dr. Jeffrey Fillmore:

Dr. Fillmore stated that he did not have anything to report for the April meeting.

C. Fire & Rescue Division Director, Chief Tom Coe

Emergency Communications

April 9-15 is National Public Safety Telecommunicators Week.

Division Updates

The SAFER grant was submitted for just over \$8 million.

Final offers have been sent to RC 35 candidates.

County Executive's recommended FY24 Budget is expected by the end of the week.

Thank you to everyone for a job well done at the Visitation Academy fire.

D. President, FCVFRA, James May:

President May stated that he did not have anything to report for the April meeting.

E. Local #3666, President, Stephen Jones:

President Jones stated that he did not have anything to report for the April meeting.

VIII. COMMITTEE REPORTS

A. Volunteer Fire and Rescue Association, Deputy Chief, Shane Darwick:

2023 Compliance Training

All uniformed Division of Fire and Rescue Services employees and Frederick County Volunteer Fire and Rescue Association operational personnel are required to complete Annual Compliance Training for 2023. Training for career personnel was to be completed by March 31st. Volunteer personnel have until April 28th to complete the training.

Fire Police

Annual Fire Police meeting was held on March 25th at the Law Enforcement Center.

Over 30 Fire Police attended for additional training, question and answer period and equipment distribution.

Frederick County Fire and Rescue Services Work-Based Learning Internship Update

Students completed study in Firefighter 1. Next class is Site Ops, which starts on April 17th and ends May 4th, we will end the year with Firefighter Survival and Rescue May 8-16. If interested, please register on the MFRI website. Graduation will be held on May 18, 2023

Operations Committee

Next meeting is Tuesday April 18th and is an All-Chiefs Meeting.

Planning Workgroup

The group has updated the Frederick County Fire and Rescue Service Delivery Plan.

Physicals

Frederick Employee Health Solutions - we need to stay compliant to stay operational, please send volunteers with signed paperwork and Issued Volunteer ID Card.

SOP Response Policy Training

Training is ongoing. Training includes policy review session, followed by hands-on break-out stations that allows members to practice skills related to each of the policies. Battalion 1's Policy and Procedure training was delivered Sunday, March 26th at 0800 at Independent's with a good turnout.

Volunteer Fire and Rescue Services Criminal History Records Check

To require all individuals who apply for membership within a fire, rescue, or ambulance company and/or employment in the Division of Volunteer Fire and Rescue Services in Frederick County will successfully complete a criminal history records check. Ready for vote from the Fire Advisory Board.

B. Other Committees

No report.

IX. DISCUSSION ITEMS

A. Old Business

Progress on Ball Road After Action Report

Continue to monitor the progress of the new operational policies. Work continues on phase 2 of the implementation, specifically on Officer training standardization, Officer continuing education requirements and chain of command policies.

B. New Business

County Executive Fitzwater's Transition Team Report

A full copy of the Transition Report was distributed to FRAB members in their April meeting packet.

Chairman Johnson gave a report of his role as a member of the Public Safety Transition Team.

Contract with IAFF Local 3666 for FYs 2024 and 2025

A copy of the Memorandum of Understanding (contract) was distributed to FRAB members in their April meeting packet.

X. ACTION ITEMS

A. Policy 1.00.08 Volunteer Fire and Rescue Services Criminal History Records Check

Motion to recommend approval of policy with corrections: Moved by Mark Kirchman
Seconded by Gunnar Pedersen

Discussion of the policy ensued.

VOTE: YES: 5 NO: 1 ABSTAIN: 0 PASSED

B. Policy 2.02.08 Employee Medical Physical Requirements

Motion to recommend approval of policy as presented: Moved by Anthony Gramiccioni
Seconded by David Fox
Discussion of the policy ensued.

VOTE: YES: 5 NO: 1 ABSTAIN: 0 PASSED

C. Policy 5.00.21 All-Terrain Vehicles (ATV) and Off-Road Utility Vehicles (UTV)

Motion to recommend approval of policy as presented: Moved by Mark Kirchman
Seconded by Gunnar Pedersen
Discussion of the policy ensued.

VOTE: YES: 6 NO: 0 ABSTAIN: 0 PASSED

XI. ADJOURNMENT

The meeting adjourned at 8:22 p.m.

APPROVED

Todd Johnson, Chair

APPROVED


Gunnar Pedersen, Co-Chair

APPROVED

5/8/2023
Date of Approval

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